

**ENVIRONMENTAL SERVICES  
DEPARTMENT**

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**WATER AND WASTE MANAGEMENT  
DIVISION**

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**Application Checklist**

The following checklist is provided in order to assist the applicant in assembling information required for Maricopa County to process this application.

**1) INDIVIDUAL SEWAGE DISPOSAL SYSTEM PERMIT APPLICATION**

- a. ☐ Is the application fully completed, including a daytime telephone number and applicant signature?
- b. ☐ Is the property owner's name clearly printed on the application?
- c. Is this application for a NEW sewage disposal system in an UNINCORPORATED area? Yes ☐ No ☐  
☐ ⇒ If yes, is the *Tracking Number*, assigned to your *Building Permit Application*, by Planning and Development, clearly printed on the application?

**2) SITE PLAN**

- a. ☐ Have you provided two (2) copies of the site plan?
- b. ☐ Is there a vicinity map on or attached to the site plan that includes the nearest major crossroads, as well as directions and distances from the crossroads to the site? (*Vicinity map need not be to scale.*)
- c. ☐ Are streets, dimensions of lot and buildings, and setbacks to the property lines indicated on the site plan?
- d. ☐ Is the scale indicated on the site plan? (*Scale must be no smaller than 1 inch = 30 feet.*)  
**\*PLEASE NOTE: REDUCED SITE PLANS WILL NOT BE ACCEPTED.**
- e. ☐ Are easements or exceptions to the lot and their dimensions shown on the site plan?
- f. ☐ Is the water source location indicated on the site plan?
- g. ☐ Is the proposed location of the septic system indicated on the site plan?
- h. ☐ Is the location of the plumbing stubout indicated on the site plan?
- i. Is the lot sloped? Yes ☐ No ☐  
☐ ⇒ If yes, have you indicated the direction of slope on the site plan?
- j. Is the slope is greater than 5%? Yes ☐ No ☐  
☐ ⇒ If yes, is the topography depicted on the site plan?
- k. Are there any washes, arroyos, or water courses on or near the lot? Yes ☐ No ☐  
☐ ⇒ If yes, have you indicated the distance from these features to the proposed septic system area, as well as any changes these features may have after construction?

**3) FLOOR PLAN**

- a. ☐ Have you attached a floor plan depicting all levels of the dwelling, such as second story and basement?
- b. ☐ Are plumbing fixtures labeled?

**4) LEGAL DESCRIPTION**

- a. ☐ Have you attached a copy of the deed with the legal description of the property as it is recorded?
- b. ☐ Is the parcel number clearly printed on the application?
- c. Has the lot been split? Yes ☐ No ☐  
☐ ⇒ If yes, have you attached a copy of the survey?